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ABSTRACT

This guide provides an introduction to the Headstart program in German, a self-instructional orientation to the German language and culture. The aim of the course is to enable the student to communicate with Germans in several basic situations. In addition to the course description, the following information is provided in the guide: (1) a description of the learning materials, namely, ten modules and accompanying tapes; (2) an outline of the content of the modules; (3) a discussion of the learning activities in each module; (4) learning hints; and (5) explanations of grammatical features and a key to a standard reference grammar. (AMH)

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HEADSTART

GERMAN PROGRAM

ED192529

STUDENT GUIDE

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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COURSE DESCRIPTION

The German Headstart Program will provide an orientation in the German language and culture in hopes of making your assignment in Germany an enjoyable one. When you finish this program, you will be able to communicate with Germans in several basic situations. For example, you will be able to ask for directions, change money, buy a ticket, order a meal, take a cab, get a hotel room, do some shopping, make phone calls, and engage in simple conversations. In such situations, Germans will understand you; and, if you ask them to speak slowly, you will understand what they say to you. There is quite a bit of work ahead of you, but the following hints on how to study the course material should prove helpful.

This is a do-it-yourself course. The work is done by you, interacting with various German speakers whose voices are recorded on tape. If an instructor is not available, you can still reach the objectives by following the instructions which guide you through a great number of activities and exercises. The course material is designed to be used at your own pace. Meeting the objectives is the only thing that counts. It does not matter how long it takes you to do so.

LEARNING MATERIALS

The course consists of nine modules with accompanying tapes, an optional module designed principally for women in the Armed Forces and female dependents, the cultural notes, and this study guide.* You cannot take this course without using the tapes that go with the modules. Almost all exercises are to be done with the tapes. Explanations which are given on tape in English usually refer to German examples printed in the texts. Module X and the cultural notes are the only ones that are not accompanied by tape.

Unless you already have some knowledge of German, you should study the modules in numerical sequence. Do not go on to the next module if you have not mastered the previous one. Module X, which is optional and deals with topics that are mainly of interest to women, should be studied towards the end of the course.

*Especially for those who will continue German by taking the Gateway Course, there is a German reference grammar available.

CONTENT OF MODULES

The modules deal with the following topics:

Module I:	German sounds (and spelling) explained on the basis of geographic and personal names. Asking for directions.
Module II:	Directions, numbers, greetings, courtesy expressions.
Module III:	Ordering a meal in a restaurant.
Module IV:	Changing money, buying a train ticket, telling time.
Module V:	Taking a taxi, getting a hotel room, time expressions, dates.
Module VI:	Going shopping.
Module VII:	Postal services: telephone, telegram, mail.
Module VIII:	Visiting a German family at home.
Module IX:	Meeting the German military.
Module X:	At the cleaner's, drugstore, and hairdresser's.

LEARNING ACTIVITIES

It is recommended that you read the cultural notes first so that you get a general idea of what to expect in Germany. Those notes may also answer some questions that might arise while you are studying the modules.

The first unit of Module I will introduce you to the sounds of German. From the very beginning, make it a habit to listen carefully to the German speakers whose voices are on tape and, when you are supposed to repeat or say something in German, try to sound as much like them as possible. However, the important thing in all speaking exercises is for you to say something without worrying about being perfectly correct.

All modules are based on the same principles and require you to go through a series of steps. Each module has an introduction, which you should read first. Before starting with a unit, you should read the objectives for that unit. The directions on how to proceed are mostly on tape.

Each unit, except Unit 1 of Module I, begins with a conversation dealing with a basic situation followed by the 13 exercises which always relate to the conversation. Subsequent exercises present related phrases and expressions. All exercises require you to participate actively.

The exercises dealing with the conversations take you through the following steps:

1. Read the English conversation in your book.

2. Close your book and listen to the conversation in German.

3. Listen to the conversation again. Read the English text during the pauses. Do this line by line. Repeat this exercise until you understand what you hear without having to look at the English text.

4. Cover the English text. As you hear the German conversation, translate it orally into English. Check yourself by uncovering the English text line by line.

5. Look at the German text while you listen to the conversation again.

6. Listen, and repeat during the pauses.

7. Listen to the conversation again, and repeat.

8. Listen, and repeat Mike's lines (Mike Halloway is an American soldier stationed in Germany who plays a role in all modules).

9. Take a sheet of paper and copy Mike's or Jane's lines from the German text. (If you feel it would help you, copy the entire conversation.) This exercise is done without the tape.

10. Read Mike's or Jane's lines aloud. After you have said each line, you will hear it again so you can check your pronunciation.

11. Look at the English text and say Mike's or Jane's lines in German. Compare what you said with what you hear on the tape.

12. Participate in the conversation, taking the part of Mike or Jane.

13. Listen to the conversation once more without looking at the text.

Familiarize yourself with these steps, since after Module III only Steps 2, 6, 8, and 12 will be on tape. This will allow those of you who might need less practice with the conversation to proceed faster.

If you feel that you still need to go through all 13 steps, you can do so by stopping and rewinding the tape as needed. For instance, starting with Module IV you will first hear the conversation at normal speed. By rewinding the tape several times and using the pause button, you can do steps 3-5 quite easily.

The next section on the tape will be step 6, where you listen to and repeat short phrases from the conversation. For Step number 7, you would have to rewind the tape to the beginning and stop it after you hear each line to repeat. Step 8, repeating Mike's (or Jane's) lines,is on the tape,as is Step 12, participating in the conversation by taking the part of the American.

Explanations are usually on tape. They are given in English with German examples. There frequently is a pause after a German example to give you a chance to immediately say it yourself. You should take full advantage of all opportunities to say something in German.

Each module has an alphabetical vocabulary list at the end for you to consult or study at any point. At the end of each unit there is a self-evaluation quiz on tape and in your text for you to check your own progress in speaking and understanding German. If, after taking the self-evaluation quiz, you find that you did not yet reach the objectives, you should study the supplementary exercises provided before going on. The Guide for Review will tell you which supplementary exercise you should do to master the material. Do not go on to the next unit until you have passed the supplementary self-evaluation quiz.

If you have some prior knowledge of German, there is no need to study what you have already mastered. If you think from reading a unit's objectives that you know that particular material, you should check yourself by taking the self-evaluation quiz. You may want to read through the German conversation, the boxes in the text, and the supplementary exercises before attempting the quiz.

LEARNING HINTS

We all have our own ways of learning, but a few hints may be helpful to everyone.

1. A self-paced course does not require you to rush, as you are not competing with anyone. Speed is less important than thoroughness.

2. It only takes a push of a button to stop a tape recorder. If you don't understand something, go back.

3. Some people are more visually oriented than others. If it helps you, read the German sentences and expressions over again.

4. Depending on your learning style, you may find it helpful to practice writing German (even though this is not one of the objectives in itself).

5. Studying at frequent but short intervals may be more effective than doing it in a few long sessions.

6. Reviewing is not a waste of time. It helps to go over the conversations, boxes, vocabulary lists, or supplementary exercises again.

7. Avail yourself of an instructor's help if there is one. Whenever possible, try out what you have learned on another student.

8. Be realistic. German cannot be learned in a week.

UNDERSTANDING GRAMMAR

The structural features of the German language are explained in simple and easily understood terms throughout the Headstart Course, and grammatical terminology is generally avoided. The reason for this is the basic orientation of this course along conversational situations of high frequency and not along any lines of a complete coverage of German grammar. Consequently, grammatical features do not appear in any order of systematic progression, but only as they are needed to express a given verbal situation. The following listing of grammatical items which occur in this program offers therefore neither a systematic nor a complete survey of German grammar.

Module I:	The definite articles in the nominative case, first and third person singular form of sein, the personal pronouns Sie (you), ich, and verbs in the present tense.
Module II:	The preposition zu and its contractions zum and zur.
Module III:	The indefinite articles in the accusative case, but only the neuter and feminine genders, the modal verb möchten, the dative form Ihnen.
Module IV:	Ich and Sie (you) forms of haben, verbs with separable prefixes, and the modal verb können.
Module V:	The possessive pronouns (ein-words) mein, meine, and Ihr, Ihre, the prepositions vor and an, also their contractions vorm and am, the modal verb wollen.
Module VI:	The indefinite article (masculine) in the accusative case, definite articles (all three genders) in the accusative case, adjective endings after der-words in the nominative and accusative.
Module VII:	The preposition auf, the modal verb müssen.
Module VIII:	The modal verb dürfen, the accusative of mein (masculine and feminine), accusative and dative forms of ich, the prepositions bis and seit.
Module IX:	The interrogative pronoun wer and its dative form, wem.

For those students who are familiar with grammar (though not necessarily German grammar), additional help is available: a brief discussion on the main grammatical features included in this course will be found below, as well as a key to the reference grammar and hints on how to use it.

Explanations of Grammatical Features

a. The Definite Articles.

Wo ist der Bahnhof? Wo ist das Hotel Hilton?

Wo ist die Straße?

The three definite articles in German, der, die, and das, have only one equivalent in English--"the." In the plural German has only one definite article: die as in "Passen die Schuhe?" The definite article must agree with the noun in case, gender and number:

Singular

Nominative		Accusative	
Masculine:	Der Anzug ist preiswert.	M:	Ich kaufe den Anzug.
Feminine:	Die Hose ist preiswert.	F:	Ich kaufe die Hose.
Neuter:	Das Hemd ist preiswert.	N:	Ich kaufe das Hemd.

Dative

Masculine: Sind Sie von dem Pionierzug?
Feminine: Sind Sie von der Luftlandedivision?
Neuter: Sind Sie von dem Panzergrenadierbataillon?

Plural

Nominative: Die Schuhe sind preiswert.
Accusative: Ich kaufe die Schuhe.

Note that the definite article can also be used as a demonstrative pronoun, as in "Das macht 11 Mark 20," where das is not translated as "the" but as "that;" another example occurs in the questions "Was ist das bitte?" and "Ist das der Bahnhof?"

b. The Indefinite Articles.

The German equivalents for "a" and "an" are ein, eine, and ein. They too must agree with the nouns in case and gender. You have had occasion to use them only in the accusative and dative case.

Accusative

Masculine:	Ich möchte einen Anzug kaufen.
Feminine:	Ich möchte eine Bluse kaufen.
Neuter:	Ich möchte ein Kostüm kaufen.

Dative

Masculine:	Ich bin seit einem Jahr hier.
Feminine:	Ich bin seit einer Woche hier.
Neuter:	Ich bin seit einem Jahr hier.

c. The "ein-words".

You have learned two of these, mein and Ihr, in the nominative case.

Nominative Case

Masculine:	Ist das mein Koffer?	Ja, das ist Ihr Koffer.
Feminine:	Ist das meine Fahrkarte?	Ja, das ist Ihre Fahrkarte.
Neuter:	Ist das mein Bier?	Ja, das ist Ihr Bier.

d. Adjective Endings.

Attributive adjectives have declensional endings. Only adjectives preceded by the definite article are practiced in this course. Their endings are as follows:

	Masculine	Feminine	Neuter
Nominative:	(der) braun-e	(die) grau-e	(das) blau-e
Accusative:	(den) braun-en	(die) grau-e	(das) blau-e
Dative:	(dem) dritt-en	(der) dritt-en	(dem) dritt-en

Now read the sentences below with the same adjectives in context.

	Masculine	Feminine
Nominative:	Der braune Anzug ist teuer.	Die graue Hose ist teuer.
Accusative:	Ich möchte den braunen Anzug.	Ich möchte die graue Hose.
Dative:	Ich bin von dem dritten Zug.	Ich bin von der dritten Panzerdivision.

	Neuter
Nominative:	Das blaue Hemd ist teuer.
Accusative:	Ich möchte das blaue Hemd.
Dative:	Ich bin von dem dritten Panzerbataillon.

Only in the dialog of Module III, Unit 1 do adjectives occur independently and after ein. For example: "Helles oder dunkles?" "Ein Helles, bitte." Since here the implied noun they modify is das Bier and the understood case is the accusative, they end in -es, thus hell-es, dunkl-es and ein Hell-es.

e. Prepositions.

Different prepositions govern different cases. The ones included in this course all take the dative.

Masculine: Halten Sie bitte vor dem (vorm) Bahnhof.
Feminine: Halten Sie bitte vor der Kirche.
Neuter: Halten Sie bitte vor dem (vorm) Krankenhaus.

A preposition is frequently contracted with a following definite article (masculine and neuter in the dative):

vor dem = vorm
in dem = im
an dem = am
zu dem = zum

This is not the case with indefinite articles:

in einem Tag
in einer Woche
in einem Jahr

f. Personal Pronouns.

You have only learned some of the personal pronouns, in only some of the cases.

	Nominative	Accusative	Dative
1st person (I)	ich	mich	mir
2nd person (you)	Sie		
3rd person (he, it)	er, es		

Sie (you) can be either singular or plural.

Nominative: Ich gehe zu Fuß.
Fahren Sie zum Bahnhof?
Er ist da drüben auf dem Schießstand.
Es regnet.

Accusative: Fahren Sie mich bitte zur Post.

Dative: Bitte geben Sie mir ein halbes Pfund Leberwurst.

g. Simple Verbs, Present Tense.

The sentence "Ich gehe zu Fuß" can be translated as:

1. I walk. (present)
2. I am walking. (present progressive)
3. I am going to walk or I'll walk. (future tense)

In addition, the present tense in German in a sentence like "Ich bin seit einem Jahr hier" is used to express an action which started in the past and continues into the present, where in English we have to use the present perfect: "I have been here for a year."

h. Forming the Present Tense.

The verb endings which agree with the three personal pronouns you've learned are:

ich fahr-e er fähr-t Sie fahr-en

In some verbs the stem vowel changes in the third person singular. For instance, in fahre/fährt it changes from a to ä.

The verbs sein (to be) and haben (to have) are even more irregular. Only the following forms are used in this course:

ich bin	ich habe
Sie sind	Sie haben
er, es ist	er, es hat

Other commonly used verbs with irregular forms are the so-called modal verbs müssen (must), können (can), wollen (want to), dürfen (to be allowed to), and möchten (would like to). Important to note is that these verbs have their complementary infinitives (what you are allowed to do, what you would like to do, etc.) placed at the end of the clause, for example "Ich möchte Dollar umwechseln" (I would like to exchange dollars). They are inflected in the following manner:

ich	muß	kann	will	darf	möchte
Sie	müssen	können	wollen	dürfen	möchten
er	muß	kann	will	darf	möchte

i. Compound Verbs.

You have learned compound verbs with separable prefixes; for example, abfahren and einsteigen:

Wann fährt der nächste Zug ab?

Ja, steigen Sie ein.

But, if a compound verb is used in conjunction with a modal verb, the prefix is not separated:

Ich möchte Dollar umwechseln.

Key to Reference Grammar

Particularly the student who continues beyond Headstart with the Gateway Program will find the Essential German Grammar by Guy Stern and Everett F. Bleiler useful in acquiring a more thorough command of the language. It provides a concise summary of all grammatical features which most commonly occur in everyday German. This comprehensive grammar goes beyond the goals of both the Headstart and Gateway programs. Therefore, it is not to be used as a textbook, but as a reference volume only. Since standard grammatical terms are used throughout, it is recommended that the student first familiarize himself with the glossary of grammatical terms in the back of the book.

The grammar reference book should be used by those of you who have had some previous exposure to German or to another language and wish to know more about the grammatical aspects you have learned. It should also be consulted by students who are planning to continue with the more advanced Gateway Program.

A note of caution. Unless you have some prior formal training in a foreign language, especially in German, or desperately need more technical explanations of what you've learned, the grammar reference book will be of little help to you. Examples furnished in the grammar contain vocabulary that you have not been exposed to and explanations which might be too detailed.

The grammatical features discussed in the previous section are listed below with reference to where they are covered in Essential German Grammar.

1. definite articles: page 24-25
2. indefinite articles: page 25
3. "ein-words": page 28-30
4. adjective endings: page 32-36
5. prepositions: page 47-49
6. personal pronouns: page 42-43
7. simple verbs, functions of the present tense: page 50
8. forming the present tense; modal verbs: page 50-52, 67-68
9. compound verbs with separable prefixes: page 74-77